

**CONFIDENTIAL**

T A B U L A T I O N O F F I T N E S S R E P O R T R A T I N G S B Y C A R E E R S E R V I C E  
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CAREER SERVICE	NUMBER IN SAMPLING	SECTION B DISTRIBUTION OF RATINGS FOR 3 SPECIFIC DUTIES							SECTION D DESCRIPTION OF THE EMPLOYEE				
		1	2	3	4	5	6	7	1	2	3	4	5
		-	-	-	-	-	-	-	-	-	-	-	-
D TOTAL	117	-	2	13	76	150	98	12	-	16	220	610	277
		-	1%	3%	22%	43%	28%	3%	-	1%	20%	54%	25%
SA	8	-	-	1	6	9	8	-	-	-	24	42	12
SC	36	-	1	15	50	32	10	-	-	4	156	149	23
SF	13	-	-	3	13	19	3	1	-	2	38	62	20
SJ	3	-	-	-	6	3	-	-	-	-	6	17	6
SL	16	-	1	4	9	27	7	-	-	5	38	78	28
SM	2	-	-	-	1	2	-	3	-	-	4	5	10
SP	8	-	-	3	2	10	9	-	-	5	14	48	10
SS	17	-	-	1	9	24	16	1	-	-	26	95	46
ST	7	-	-	-	2	7	10	2	-	1	7	32	30
TOTAL DDS TYPE	110	-	2	27	99	133	63	7	-	17	313	528	185
		-	1%	8%	30%	40%	19%	2%	-	1%	30%	51%	18%
C	16	-	1	1	8	28	9	1	-	3	26	73	34
I	1	-	-	-	-	1	2	-	-	-	4	6	-
IB	2	-	-	-	1	2	2	1	-	-	1	9	9
IC	7	-	-	-	3	9	8	1	-	1	13	26	26
IN	1	-	-	-	2	1	-	-	-	-	6	3	-
IP	4	-	-	1	2	6	3	-	-	-	4	29	4
IR	14	-	-	2	14	16	10	-	-	5	39	53	34
IS	8	-	-	1	2	7	12	2	-	-	12	33	34
OB	7	-	-	-	7	8	6	-	-	1	16	32	17
OC	7	-	-	-	1	14	4	2	-	2	19	37	18
OD	6	-	-	-	3	9	6	-	-	-	7	41	8
TOTAL DDI TYPE	73	-	1	5	43	101	62	7	-	12	147	342	184
		-	1%	2%	20%	46%	28%	3%	-	2%	21%	50%	27%
GRAND TOTAL	300	-	5	45	217	384	223	26	-	45	680	1480	646
		-	1%	5%	24%	42%	25%	3%	-	2%	24%	52%	22%

- 1 - UNSATISFACTORY  
2 - BARELY ADEQUATE  
3 - ACCEPTABLE  
4 - COMPETENT  
5 - EXCELLENT  
6 - SUPERIOR  
7 - OUTSTANDING

- 1 - LEAST POSSIBLE DEGREE  
2 - LIMITED DEGREE  
3 - NORMAL DEGREE  
4 - ABOVE AVERAGE DEGREE  
5 - OUTSTANDING DEGREE

THE MATERIAL USED IN THIS SAMPLING IS TAKEN FROM 1960 FITNESS REPORTS. THE DISTRIBUTION AMONG CAREER SERVICES IN IN APPROXIMATELY THE SAME RATIO AS THE ACTUAL AGENCY CAREER SERVICE EMPLOYEE DISTRIBUTION. IN SECTION B THE RATINGS APPLY ONLY TO THE FIRST THREE SPECIFIC DUTIES REGARDLESS OF THE NUMBER OF DUTIES RATED. IN SECTION D ALL RATINGS DESCRIBING THE CHARACTERISTICS OF THE EMPLOYEE WERE TABULATED--USUALLY TEN, UNLESS THE CHARACTERISTICS WERE NOT APPLICABLE OR NOT OBSERVED.

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**C O N F I D E N T I A L**

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**TABULATION OF FITNESS REPORT RATINGS BY GRADE**  
GS-3 through GS-15

Grade	Number in Sampling	SECTION B							SECTION D				
		Distribution of Ratings for 3 Specific Duties							Description of the Employee				
		1	2	3	4	5	6	7	1	2	3	4	5
GS-15	15		1	2	5	15	20	2		4	34	52	45
GS-14	26				5	30	38	5			17	133	105
GS-13	35			1	13	52	36	3			56	198	96
GS-12	42			4	27	65	28	2		4	95	229	86
GS-11	20		2	7	13	30	7	1	14	59	90	30	
GS-10	9				3	14	10				13	48	29
GS-9	35			6	40	41	18		2	104	177	44	
GS-8	18			3	20	7	19	2	3	47	57	35	
GS-7	41		2	12	42	48	13	6	6	125	193	69	
GS-6	20			1	16	29	13	1			41	118	30
GS-5	24			3	12	37	17	3	2	48	117	55	
GS-4	14			6	16	15	4	1	10	35	58	21	
GS-3	2				5	1					6	10	1
Total	300	-	5	45	217	384	223	26	-	45	680	1480	646
Percentage		0%	1%	5%	24%	42%	25%	3%	0%	2%	24%	52%	22%
Average Rating		5							4				

- 1 - Unsatisfactory
- 2 - Barely Adequate
- 3 - Acceptable
- 4 - Competent
- 5 - Excellent
- 6 - Superior
- 7 - Outstanding

- 1 - Least Possible Degree
- 2 - Limited Degree
- 3 - Normal Degree
- 4 - Above Average Degree
- 5 - Outstanding Degree

The material used in this sampling is taken from 1960 fitness reports. The distribution among grades is in approximately the same ratio as the actual Agency employee grade distribution. In Section B the ratings apply only to the first three specific duties regardless of the number of duties rated. In Section D all ratings describing the characteristics of the employee were tabulated--usually ten, unless the characteristics were not applicable or not observed.

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**C O N F I D E N T I A L**

B-5

SECRET

(When Filled In)

## FITNESS REPORT

EMPLOYEE SERIAL NUMBER

## SECTION A

## GENERAL

1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT	
8. CAREER STAFF STATUS			9. TYPE OF REPORT		
<input type="checkbox"/> NOT ELIGIBLE <input type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR		
<input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED			<input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD From To		SPECIAL (Specify)	

## SECTION B

## EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding
SPECIFIC DUTY NO. 1		RATING NO.	SPECIFIC DUTY NO. 4		RATING NO.	
SPECIFIC DUTY NO. 2		RATING NO.	SPECIFIC DUTY NO. 5		RATING NO.	
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 6		RATING NO.	

## SECTION C

## EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

- 1 - Performance in many important respects fails to meet requirements.
- 2 - Performance meets most requirements but is deficient in one or more important respects.
- 3 - Performance clearly meets basic requirements.
- 4 - Performance clearly exceeds basic requirements.
- 5 - Performance in every important respect is superior.
- 6 - Performance in every respect is outstanding.

RATING NO.

## SECTION D

## DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree
CHARACTERISTICS				
GETS THINGS DONE				
RESOURCEFUL				
ACCEPTS RESPONSIBILITIES				
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES				
DOES HIS JOB WITHOUT STRONG SUPPORT				
FACILITATES SMOOTH OPERATION OF HIS OFFICE				
WRITES EFFECTIVELY				
SECURITY CONSCIOUS				
THINKS CLEARLY				
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS				
OTHER (Specify):				

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SEE SECTION "E" ON REVERSE SIDE

SECRET

**SECRET**  
(When Filled In)

**SECTION E** **NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

**SECTION F** **CERTIFICATION AND COMMENTS**

**1. BY EMPLOYEE**

*I certify that I have seen Sections A, B, C, D and E of this Report.*

DATE

SIGNATURE OF EMPLOYEE

**2. BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

**3. BY REVIEWING OFFICIAL**

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE